

US ENVIRONMENTAL PROTECTION AGENCY
New England Region I
One Congress Street, Suite 1100, Boston, MA 02114-2023

MEMORANDUM

Date: March 6, 2000

Subj: Request for OMB Approval of Local Demo Assistance Survey Under Generic IC
#1860.01

From: Susan Kulstad
Local Demonstration Project Manager, Office of Environmental Stewardship (SPA)

To: Lynn Johnson
Office of Information Collection, Collection Strategies Division (2822)

Lynn Vendinello
Office of Compliance, OECA (2222A)

I am EPA Region I's Local Demonstration project manager. During 1999 as part of the capacity- building demonstration, EPA organized a series of environmental compliance and performance assistance workshops for local government officials. The demonstration objectives we want to assess entail increased use of environmental tools and practices and improved compliance and environmental performance as a result of the assistance. In order to assess outcomes of the demonstration approach within the two watersheds where it was conducted, we would like to issue a mail-back survey to the New England local officials who participated in the demonstration workshop series.

The survey will be distributed to approximately 300 local government workshop participants in New England. We anticipate receiving about 105 responses (35%). Since the population is small and the survey brief, the burden to both EPA and the public should be low.

If you have any questions or concerns, please contact Susan Kulstad at (617) 918-1714.

Attachments:

- C Request for Approval with Burden Estimation
- C Copy of Survey (draft)

cc: John Moskal (SPP)

Request for Approval of Information Collection Activity & Burden Estimation

I Background on “Municipal Compliance Plus Capacity-Building Demonstration”

During 1999 EPA Region I’s Office of Environmental Stewardship conducted a series of assistance workshops within two New England watersheds for municipal government inspectors and managers as part of a demonstration project. The project goals are to integrate existing EPA regional assistance to municipalities and demonstrate a relatively low-cost approach for building local environmental management and compliance capacity. Increasing community field presence in compliance monitoring is a primary component of this assistance effort. Having held the assistance workshops, we now want to assess whether the municipal officials who participated in the workshops are employing the tools and practices introduced, i.e., how effective has the demonstration assistance been. Originator: Susan Kulstad, Local Demo Project Manager, Office of Environmental Stewardship; phone: (617) 918-1714.

II Survey Purpose and Description

EPA Region I plans to conduct a demonstration project outcome evaluation in the form of a mail-back survey. The purpose of the survey is to: 1) assess incorporation of environmental compliance and performance tools into the routine functions of local government inspectors as a result of the assistance, 2) assess improvements in municipal environmental practices and compliance by local government officials as a result of the assistance, and 3) assess plans of local government officials to adopt changes in tool use and practices for improved environmental compliance and performance in the foreseeable future as a result of the assistance.

III Survey Methodology and Use of Results

The survey will be directly mailed to approximately 300 local government officials that participated in the demonstration workshop series. Based on a 35% response rate (higher than typical), I expect to receive 105 responses. Each survey will be printed on a postage-paid self mailer so that respondents do not need to provide envelopes or postage. EPA Region I will be the mailing address to which the surveys are returned, and Susan Kulstad, the EPA demonstration project manager, will compile the results and provide them to interested parties (regional managers, OECA and state and local partners in the demonstration). The results will be used to help assess the effectiveness of the demonstration approach.

IV Respondents’ Burden Estimation

Number of survey recipients	300
Number of respondents:	105
Minutes per response:	5
Cost per hour:	\$ 33*
Total burden hours:	9
Total burden dollar cost:	\$297

* Based on Bureau of Labor Statistics “Employer Costs for Employment Compensation.” the estimate used in the EPA/OECA

V Agency Burden

Minutes /response to compile results:	5
Additional hours to summarize:	6
Cost per hour:	\$ 34.98**
Total burden hours:	15
Total dollar cost:	\$525

** Based on a 1998 GS 13/01 salary of \$55,969 or \$26.91 /hr; with 30% overhead the hourly rate is \$34.98. This is the estimate used in the EPA/OECA generic ICR.

Workshop Afterlife

01/26/99 - Auto Shop
Auditing, Centerville, MA

04/14/99 - Auto & Metal Shops
Auditing, Hadley, MA

10/27/99 -DryCleaner & Retail
Store Chemicals Auditing
Hadley, MA

11/10/99 -Reducing Municipal
Risk, Barnstable, MA

12/08/99 -Municipal Stormwater
Management, Northampton, MA

Our records indicate you participated in one or more workshops in 1999 that EPA New England organized with local and state partners as part of a demonstration series for local government officials. Now your feedback can make a difference. EPA New England is weighing whether results of the workshops make this outreach worthwhile. We are asking you to take a few minutes to respond to the following questions.

Your response is important to us. Results become reliable only if a majority of you respond.

Please drop your reply in the mail to EPA by March 31st. (Simply refold and secure this paper so the mailing address to EPA appears on the outside.)

Let Us Know...

For each query, check the box that applies, and check to indicate whether you or your organization overall (can be both) has made the change. Please mail by March 31st.

	Yes	No	Plan To	You	Your Organization
Have you changed practices as a result of the workshop?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Which changes are you making...					
<u>Tools</u>					
Using the audit checklist?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using best management practices for cleaner shops or stations?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Pollution Prevention</u>					
Keeping the lid down on vapors?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procuring less hazardous chemical substitutes and/or smaller quantities?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology changes to reduce pollution?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Compliance</u>					
Labeling hazards and properly storing incompatible chemicals?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeping drains clean from contaminants?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preventing and containing chemical and fuel spills and leaks?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Individual responses will be kept confidential. **Thank you!**

US Environmental Protection Agency
One Congress Street
Suite 1100 (SPA)
Boston, MA 02114-2023

{Chris - Insert necessary
Mail franc, etc. }

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

BUSINESS MAIL
FIRST CLASS MAIL PERMIT NO. 11663 Boston, MA

(attach mail label here)

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Public reporting burden for this collection of information is estimated to average eleven (11) minutes per response, including the time for reviewing instructions, gathering information and completing and reviewing the collection of information. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggestions for reducing the burden, including the use of automated collection techniques to the Director, OP Regulatory Information Division, US Environmental Protection Agency (Mail Code 2137), 401 M Street, SW, Washington, DC 20460; and to the Office of Information & Regulatory Affairs, Office of Management & Budget, 725 17th Street, NW, Washington DC 20503, Attention: Desk Officer for EPA. Include the EPA ICR 1860.01 and OMB control number 2020-0015 in any correspondence. Do *not* send your completed surveys to this address.

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Boston, MA 02114-2023

{Chris - Insert necessary
Mail franc, etc. }

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300

BUSINESS REPLY MAIL
FIRST CLASS MAIL PERMIT NO. 11663 Boston, MA
POSTAGE WILL BE PAID BY ADDRESSEE

Susan Kulstad, Demo Project Manager
Office of Environmental Stewardship (SPA)
US Environmental Protection Agency
One Congress St., Suite 1100
Boston, MA 02114-2023

Workshop Afterlife

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Which changes are you making...

Tools & Pollution Prevention Planning

Mapping stormwater systems (eg., GIS?)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using BMPs for dirt roads, sweeping, snow removal, etc.?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology changes to reduce pollution?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using total suspended solids (TSS) removal calculation?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Considering modification to budget or financing for stormwater improvements?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparing prevention plans?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Considering by-laws to manage stormwater?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Individual responses will be kept confidential. **Thank you!**